

Teaching Assistant
Candidate Information Pack
Bishop Martin CE Primary School



Teaching Assistant

Salary: NJC Scale Point 3
Start Date: 1st September 2026

Liverpool Diocesan Schools Trust and the governors of Bishop Martin CE Primary School wish to appoint a Teaching Assistant.

We are extremely proud of our school. Bishop Martin is a happy, welcoming, and vibrant school, with a strong ethos of enabling our children to achieve their full potential through an innovative curriculum and high-quality teaching and learning. We are ambitious for our pupils and determined to help them overcome barriers so that they can flourish.

We are proud to be part of a multi-academy trust, Liverpool Diocesan Schools Trust (LDST). LDST is a family of schools that welcomes young people of all faiths and none, working together to provide an excellent education built on distinctly Christian values.

We are looking for someone who possesses:

- Flexibility, good communication and a commitment to working as a team
- Will set and achieve high standards and expectations of learning, behaviour, and care
- Eager to develop their skills and abilities
- A strong and enthusiastic commitment to the Christian ethos of and values of the school

In return, we can offer you:

- A committed and cohesive staff team, dedicated to the school and its family ethos
- Enthusiastic, well-motivated and happy children
- Supportive and engaged parents
- The support and challenge of an active and committed local governing body
- Continuing professional development and career progression opportunities across our Trust
- Opportunities for support, collaboration and professional development within LDST and across local networks

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Closing Date: 8th July 2026 at 1pm

Shortlisting: 8th July 2026

Interview Date: 13th July 2026

About Bishop Martin

Bishop Martin is a popular, successful and aspirational school situated in the heart of Woolton. As a church school our Christian vision and values underpin everything, we do for our whole school community to flourish.

Our aim is to develop the whole child and prepare our children for lifelong learning. We have high expectations of every child and know that their potential is infinite. We want children to have a happy, safe, and caring environment in which to learn and prepares them to be confident and happy citizens, encouraging perseverance and a desire to succeed.

Christian Vision

Our Christian Vision and values are at the core of everything we do. They underpin our school vision which is:

Learning Together, In God's Love

At Bishop Martin, we INSPIRE and empower all members of our school community, providing the knowledge to enable everyone to thrive and flourish. Guided by our Christian Values, we are all determined to serve and lead the diverse world we live in treating everyone with compassion, dignity and respect. Hope and aspiration support all to encourage all to grow and believe that

"...with God all things are possible" Matthew 19:26

School Priorities

We are incredibly proud of our INSPIRE curriculum which provides high quality learning in an inclusive, nurturing environment enabling our whole school community to thrive.

This year, our schools are focused on the following priorities:

- **Leaders** promote a culture of continuous school improvement impacting **positively on outcomes** and **empowering pupils to be courageous advocates**.
- To ensure teachers check pupils' understanding and adapt their **teaching** to meet pupils' needs.
- To develop a strong **culture of positive behaviour** and **high attendance** for all pupils.
- To continue to embed our **inclusive practices to positively impact on pupils learning and well-being**.
- Pupils develop detailed knowledge and skills across the INSPIRE **curriculum** and assessment is used effectively.

Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- Continuing Professional Development – All support staff can apply for fully-funded apprenticeships up to degree level.
- Leadership Pathways – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- Annual Trust Wide Conference – For all colleagues to celebrate and learn together.
- Collaboration – Regular networking opportunities across our networks for different staff groups.
- Trust Wellbeing Group – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa

Chief Executive Officer

Job Description

Job Title:	Teaching Assistant
Contract Term:	32.5 hours per week Term Time only (38 weeks) plus 5 Inset Days
Salary:	NJC Scale Point 3 £24,796 FTE Actual Salary £19,339.12
Commencement date:	01/09/2026
Location:	Bishop Martin CE Primary School

Main Purpose

To work with and supervise individuals and groups of children under the direction/instruction of teaching &/or senior staff, inclusive of specific individual learning needs, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

Key Responsibilities

Support for the pupil under the direction/instruction of the Teacher:

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support as directed by the teacher to pupils dependant upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher

Support for the Teacher:

- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed formats
- Undertake pupil record keeping as requested

- Administer routine primary tests and assessments as directed
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and school procedures
- Assist with the display of children's work
- Provide minimal clerical/administration support (e.g. photocopying, typing, filing, etc)

Support for the Curriculum under the direction of the Teacher:

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School:

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality, behaviour and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate, within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Assist in the specific medical and care needs of children when specific training has been undertaken

Christian Ethos:

- To have a commitment to the agreed whole school vision and values.

- To positively promote and contribute to the Christian ethos of this church school.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out professional tasks as are commensurate with the duties and responsibilities of the post.

Person Specification

Teaching Assistant	Essential (E) or Desirable (D)
Skills <ul style="list-style-type: none"> • Ability to work effectively within a team environment, understanding classroom roles and responsibilities • Ability to build effective working relationships with all pupils and colleagues • Ability to promote a positive ethos and role model positive attributes • Ability to work with children at all levels regardless of specific individual need • Good personal skills 	<p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>
Qualifications and Experience <ul style="list-style-type: none"> • Level 2 qualification or equivalent in English & Maths • Willingness to participate in relevant training and development opportunities • Training in special educational needs strategies 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>
Knowledge and Understanding <ul style="list-style-type: none"> • General understanding of national curriculum and other basic learning • Programmes/techniques (within specified age range/subject area) • General awareness of inclusion, especially within a school setting • Experience of resources preparation to support learning programmes • Effective use of ICT to support learning • Understanding of other basic technology – video, photocopier 	<p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>

How to Apply

The application process for this role is a 2-stage process:

- Application form completed on MyNewTerm
- Interview

We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to a interview.

To ask any questions, to arrange a visit to the school please contact the school office on 0151 428 6295 or email BishopMartinAdmin@ldst.org.uk.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

For further information on our school, please visit our website:

- Bishop Martin CE Primary School: <https://www.bishopmartince.co.uk/>

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen